

NAWCWDINST 12552.1
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28 Aug 2002

NAWCWD INSTRUCTION 12552.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: PAY FOR GRADED EMPLOYEES FOR IRREGULAR OR INTERMITTENT DUTY
INVOLVING PHYSICAL HARDSHIP OR HAZARD

Ref: (a) 5 CFR 550.901

Encl: (1) Schedule of Pay Differentials Authorized for Hazardous Duty
(2) Windchill Chart in Metric Units

1. Purpose. To publish Naval Air Warfare Center Weapons Division (NAWCWD) policies and procedures for assigning additional pay to graded employees for irregular or intermittent duty involving hardship or hazard.

2. Background. Section 5545(d) of Title 5, United States Code, contains provisions relating to hazardous pay for General Schedule (GS)/Demonstration (Demo) Project employees. The law provides that the Office of Personnel Management (OPM) will establish a schedule of pay differentials for irregular or intermittent duty involving unusual physical hardship or hazard.

a. Coverage. The law and OPM regulations apply to all graded GS and Demo full-time, part-time, and intermittent employees. They provide that a hazardous pay differential will be paid to an employee only for that hardship not usually involved in carrying out the duties of the position. The differential is for irregular or intermittent hazardous duty or duty involving physical hardship; it cannot be paid to an employee when the hazardous duty has been taken into account in the classification of the position and thus the employee is already being paid a differential. Per reference (a), "not usually involved in carrying out the duties of the position" means that even though the hazardous duty can be mentioned within the employee's position description or Personal Activities and Capabilities (PAC), it is not performed with sufficient regularity to constitute an element in fixing the grade of the position; and "has been taken into account in the classification of the position" means that the duty constitutes an element used in establishing the grade of the position. Enclosure (1) is the schedule of pay differentials authorized by the OPM for irregular or intermittent hazardous duty that is or could be applicable to NAWCWD; enclosure (2) is the windchill chart.

b. Request for Change. Any request for change to or inclusions of additional duties to enclosure (1) must be submitted to the Vice Commander through the Advisory Pay Committee for forwarding to the Deputy Assistant Secretary of the Navy (DASN) for Civilian Personnel/

Equal Employment Opportunity. Each request must contain detailed information showing:

- (1) The nature of the duty.
- (2) The degree to which the employee is exposed to hazard or physical hardship.
- (3) The length of time during which the duty will continue to exist.
- (4) The degree to which control can be exercised over the physical hardship or hazard.
- (5) The estimated cost to the agency if the request is approved.

c. Effective Dates. Effective dates of duty approved by the OPM for hazard pay differentials are shown in the last column of enclosure (1).

3. Responsibilities

a. Vice Commander (or designee) will make the final NAWCWD decision for recommending new work situations that qualify employees to receive a hazard pay differential.

b. Ad Hoc Advisory Pay Committee will analyze requests for new hazard pay differentials and provide recommendations to the Vice Commander. The committee will consist of:

(1) A representative from the Human Resources Department to serve as chairperson of the committee.

(2) A representative of the proposing code.

(3) A representative from the Safety Program Office.

(4) A Personnel Management Advisor for the proposing code.

(5) A representative of affected bargaining units.

c. Human Resources Department personnel will:

(1) Assist management, employees, and concerned groups regarding their roles in the payment of hazard pay differentials.

(2) Chair the Advisory Pay Committee. Document and forward to the Vice Commander recommendations on hazard pay differential requests that include the position of the Advisory Pay Committee.

(3) Audit the use of hazard pay differentials.

d. Supervisors will:

(1) Take action to limit unsafe or unusually severe working conditions to whatever extent possible by providing necessary protective equipment and devices to reduce exposure, to the greatest practical degree, and in consultation with the safety and occupational health specialists.

(2) Ensure that a hazard pay differential is authorized only when exposure warranting it is necessary.

e. Employees will, in the course of performing their regularly assigned duties, be alert to unsafe and/or unhealthy practices, equipment, and conditions and report any unsafe and/or unhealthy practices or conditions to their immediate supervisor.

f. Grievances

(1) Employees covered by a Collective Bargaining Agreement will file appeals of hazard pay decisions through the negotiated grievance procedure of their Collective Bargaining Agreement.

(2) Employees not covered by a Collective Bargaining Agreement will use the Administrative Grievance Procedure to appeal hazard pay decisions.

4. Directive Responsibility. The Director, Human Resources Department, Code 730000D, is responsible for keeping this instruction current.

/s/

M. J. SWANEY

Schedule of Pay Differentials Authorized for Hazardous Duty

Hazard Pay Differential

<u>Duty</u>	<u>Rate of hazard pay differential (percent)</u>	<u>Effective Date</u>
1. <u>Exposure to Hazardous Weather or Terrain</u>		
a. <u>Work in Rough and Remote Terrain.</u> When working on cliffs, narrow ledges, or near vertical, mountainous slopes where a loss of footing would result in serious injury or death or when working in areas where there is rockfall or avalanche danger.	25	First pay period beginning after 1 Jul 1969
b. <u>Traveling Under Hazardous Conditions</u>		
(1) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) that limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snow slides.	25	Ditto
(2) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is avalanche danger, or during "whiteout" phenomenon that limits visibility to less than 3 meters (10 feet).	25	Ditto
(3) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the windchill chart (see enclosure (2)) and shelter (other than temporary shelter) or assistance is not readily available.	25	Ditto

c. Snow or Ice Removal Operations. When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary, or other class of roads, when:

25 Ditto

(1) there is danger of avalanche, or

(2) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, "white-out" conditions, or sloping ice-pack covering the snow.

d. Water Search and Rescue Operations. Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h. - classified as gale winds) or in water search and rescue operations conducted at night.

25 Ditto

e. Travel on Lake Pontchartrain

(1) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from north, northeast, or northwest, and wind velocity is over 7.7 meters per second (15 knots); or

25 Ditto

(2) When traveling in small crafts where the craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions and the trip is made in a dense fog under fog run procedures.

25 Ditto

f. Hazardous Boarding or Leaving of Vessels. When the following duties (1), (2), or (3) are performed under adverse conditions of foul weather, ice, or night and when the sea state is high (0.9 meter (3 feet) and above):

(1) Boarding or leaving vessels at sea or standing offshore during lightering or personnel transfer operations.

25 First pay period beginning after 7 May 1970

(2) Boarding, leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral surrounded shorelines.

(3) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.

g. <u>Small Craft Tests Under Unsafe Sea Conditions.</u> Conducting craft tests to determine the seakeeping characteristics of a small craft in a seaway when U.S. storm warnings normally indicate unsafe seas for a particular size craft.	25	First pay period beginning on or after 28 Sep 1972
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h. <u>Working on a Drifting Sea Ice Floe.</u> When the job requires that the work be performed out on sea ice; e.g., installing scientific instruments and making observations for research purposes.	25	First pay period beginning after 16 Mar 1973
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2. Exposure to Physiological Hazards

a. Pressure Chamber Subject

(1) Participating as a subject in diving research tests that seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices that are susceptible to explosive ruptures.	25	First pay period beginning after 16 Mar. 1973
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(2) Working in pressurized sonar domes. Performing checkout of the sonar system after the sonar dome has pressurized. This can include such duties as changing transducer elements, setting of transducer turntables, checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs.	8	First pay period beginning after 16 Feb 1975
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(3) Working in non-pressurized sonar domes that are a part of an underwater system. Performing certification pretrial inspections, involving such duties as calibrating, adjusting, and photographing equipment, in limited space and with limited egress.	4	Ditto
b. <u>Simulated Altitude Chamber Subjects/Observers.</u> Participating in simulated altitude studies ranging from 5,500 to 45,700 meters (18,000 to 150,000 feet) either as a subject or as an observer exposed to the same conditions as the subject.	25	Ditto
c. <u>Centrifuge Subjects.</u> Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second \2\ (5 G's) whether or not at reduced atmospheric pressure.	25	Ditto
d. <u>Rotational Flight Simulator Subject.</u> Participating as a subject in a Rotational Flight Simulator in studies involving continuous rotation in one axis through continuous rotation in one axis through 360 degrees or in a combination of any axis through 360 degrees at rotation rates greater than 15 revolutions per minute for periods exceeding three minutes.	25	First pay period beginning after 1 Jul 1969
e. <u>Hot Work.</u> Working in confined spaces wherein the employee is subject to temperatures in excess of 43 degrees C (110 degrees F).	4	First pay period beginning after 16 Feb 1975
f. <u>Environmental Thermal-Chamber Tests:</u> Subjects and observers exposed to the hazards and physical hardships of an environmental chamber-thermal test that simulates adverse weather or sea conditions such as the exposure to subzero temperatures; high heat and humidity; and cold water, spray, wind, and wave action.	25	4 May 1988
3. <u>Exposure to Hazardous Agents, Work With/In Proximity to:</u>		
a. <u>Explosive or Incendiary Materials.</u> Explosive or incendiary materials that are unstable and highly sensitive.	25	First pay period beginning after 1 Jul 1969

b. <u>At-Sea Shock and Vibration Tests</u> . Arming explosive charges and/or working with, or in proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment, and supplies.	25	Ditto
c. <u>Toxic Chemical Materials</u> . Toxic chemical materials when there is a possibility of leakage or spillage.	25	Ditto
d. <u>Fire-Retardant Material Tests</u> . Conducting tests on fire retardant materials when the tests are performed in ventilation-restricted rooms where the atmosphere is continuously contaminated by obnoxious odors and smoke that causes irritation to the eyes and respiratory tract.	25	Ditto
e. <u>Virulent Biologicals</u> . Materials of microorganic nature that, when introduced into the body, are likely to cause serious disease or fatality and protective devices do not afford complete protection.	25	Ditto
f. <u>Asbestos</u> . Significant risk of exposure to airborne concentration of asbestos fibers in excess of the permissible exposure limit (PEL) in the standard for asbestos provided in Title 29, Code of Federal Regulations, Sections 1910.1001 or 1926.58, when the risk of exposure is directly connected with the performance of assigned duties. Regulatory changes in Sections 1910.1001 or 1926.58 are hereby incorporated in and made a part of this category, effective on the first day of the first pay period beginning on or after the effective date of the changes.	8	8 Jun 1993
4. <u>Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations</u>		
a. <u>Tanking and Detanking</u> . Tanking or detanking operations of a missile or the test stand "run" bottles with liquid propellants.	25	First pay period beginning after 1 Jul 1969
b. <u>Hoisting a Tanked Missile</u> . Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand.	25	Ditto

c. <u>Pressure Tests</u> . Pressure tests on loaded missiles, missile tanks, or "run" bottles during pre-fire preparations.	25	Ditto
d. <u>Test Stand Tests</u> . Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component.	25	Ditto
e. <u>Disassembly and Breakdown</u> . Disassembly and breakdown of a contaminated missile system or test stand plumbing after the test.	25	Ditto
f. <u>"Go" Condition Test Stand Work</u> . Working on any test stand above the 15-meter (50-foot) level or any stand work while the system is in a "go" condition.	25	Ditto
g. <u>Arming and Disarming Propulsion Systems</u> . Arming, disarming, or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system.	25	Ditto
h. <u>Demolition and Destruct Tests</u> . Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures.	25	Ditto
5. <u>Work in Fuel Storage Tanks</u> . When inspecting, cleaning, or repairing fuel storage tanks where there is not a ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank.	25	Ditto
6. <u>Firefighting</u>		
a. <u>Forest and Range Fires</u> . Participating as a member of a firefighting crew in fighting forest and range fires on the fireline.	25	Ditto

<p>b. <u>Equipment, Installation, or Building Fires.</u> Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings.</p>	25	Ditto
<p>c. <u>In-Water Under-Pier Firefighting Operations.</u> Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land; e.g., strong currents, cold water temperature, etc.).</p>	25	Ditto
<p>7. <u>Work in Open Trenches.</u> Work in an open trench 4.6 meters (15 feet) or more deep until proper shoring has been installed.</p>	25	Ditto
<p>8. <u>Underground Work.</u> Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard.</p>	25	Ditto
<p>9. <u>Underwater Duty</u></p>		
<p>a. <u>Submerged Submarine or Deep Research Vehicle.</u> Duty aboard a submarine or deep research vehicle when it submerges.</p>	25	Ditto
<p>b. <u>Diving.</u> Diving, including self-contained underwater breathing apparatus (SCUBA) diving, required in scientific and engineering pursuits, or search and rescue operations, when:</p>	25	Ditto
<p>(1) at a depth of 6 meters (20 feet) or more below the surface; or</p>		
<p>(2) visibility is restricted; or</p>		
<p>(3) in rapidly flowing or cold water; or</p>		
<p>(4) vertical access to the surface is restricted by ice, rock, or other structure; or</p>		
<p>(5) testing or working with hardware that presents special hazards (such as work with high</p>		

voltage equipment or work with underwater mockup components in an underwater space simulation study).

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| <p>10. <u>Sea Duty Aboard Deep-Research Vessels.</u>
Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (6.2 meter-per-second winds (12-knot) and 0.9-meter waves (3-foot) and the work is done on deck in relatively unprotected areas.</p> | 25 | Ditto |
| <p>11. <u>Collection of Aircraft Approach and Landing Environmental Data.</u> When operating or monitoring camera equipment adjacent to the flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations.</p> | 25 | Ditto |
| <p>12. <u>Experimental Landing/Recovery Equipment Tests.</u>
Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks.</p> | 25 | Ditto |
| <p>13. <u>Land Impact or Pad Abort of Space Vehicle.</u> Actual participation in disarming and making safe explosive ordnance, toxic propellant, and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition.</p> | 25 | Ditto |
| <p>14. <u>Height Work.</u> Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity.</p> | 25 | Ditto |
| <p>15. <u>Flying (participating in)</u></p> <p style="padding-left: 40px;">a. <u>Pilot Proficiency Training.</u> Flights for pilot proficiency training in aircraft new to the pilot under</p> | 25 | Ditto |

simulated emergency conditions that parallel conditions encountered in performing flight tests.

b. <u>Delivery of New Aircraft for Flight Testing.</u> Flights to deliver aircraft that has been prepared for one-time flight without being test flown before delivery flight.	25	Ditto
c. <u>Test Flights of New, Modified, or Repaired Aircraft.</u> Test flights of a new or repaired aircraft or modified aircraft when the modification can affect the flight characteristics of the aircraft.	25	Ditto
d. <u>Reduced Gravity – Parabolic Arc Flights – Subjects/Observers.</u> Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +20 meters per second ² (+2 gravity conditions).	25	Ditto
e. <u>Launch and Recovery.</u> Test flights involving launch and recovery aboard an aircraft carrier.	25	Ditto
f. <u>Limited Control Flights.</u> Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) that threaten or severely limit control of the aircraft.	25	Ditto
g. <u>Flight Tests of Expandable Aircraft Tires.</u> Landing to test aircraft tires designed to deflate on retraction, undertaken to appraise the normal deflate/re-inflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated.	25	Ditto
h. <u>Landing and Taking-Off in Polar Areas.</u> Landing in polar areas on unprepared snow or ice surfaces and/or taking-off under the same conditions.	25	Ditto
16. <u>Experimental Parachute Jumps.</u> Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques.	25	Ditto

17. <u>Ground Work Beneath a Hovering Helicopter.</u> Participating in ground operations to attach external load to helicopter hovering just overhead.	25	Ditto
a. <u>Sling-Suspended Transfers.</u> When performance of duty requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a highline between the ship when both vessels are underway.	25	First pay period beginning after 11 Oct 1969
b. <u>Carrier Suitability Trials Aboard Aircraft Carriers.</u> Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations.	25	Ditto
c. <u>Cargo Handling During Lightering Operations.</u> Off-loading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats involving exposure not only to falling cargo, but other hazards such as shifting cargo within the LCM, swinging cargo hooks, and the possibility of falling between the LCM and cargo vessel.	25	Ditto
d. <u>Work In Unsafe Structures.</u> Working within or immediately adjacent to a building or structure, that has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been declared unsafe by competent technical authority, and when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority.	25	First pay period beginning on or after 11 Apr 1976
e. <u>Tropical Jungle Duty.</u> Working outdoors in undeveloped jungle regions outside the Continental United States. Work must involve both of the following: (1) An unusual degree of physical hardship caused by high heat, humidity, or other inclement conditions; and		

(2) An unusual danger of serious injury or illness due to:

(a) Travel on unimproved roads or rudimentary trails in rugged terrain (e.g., walking on narrow trails in steep mountainous areas, crossing deep, fast-moving rivers, and crossing deep crevasses via log or other unsafe means); or

(b) Immediate presence of dangerous wildlife (e.g., venomous snakes, poisonous insects, and large carnivores); or

(c) Known exposure to serious disease and adequate protection cannot be provided.

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14 Jun 1989

WINDCHILL CHART IN METRIC UNITS											
LOCAL TEMPERATURE (F)											
Wind Speed (MPH)	32	23	14	5	-4	-13	-22	-31	-40	-49	-58
Calm	32	23	14	5	-4	-13	-22	-31	-40	-49	-58
5	29	20	10	1	-9	-18	-28	-37	-47	-56	-65
10	18	7	-4	-15	-26	-37	-48	-59	-70	-81	-92
15	13	-1	-13	-25	-37	-49	-61	-73	-85	-97	-109
20	7	-6	-19	-32	-44	-57	-70	-83	-96	-109	-121
25	3	-10	-24	-37	-50	-64	-77	-90	-104	-117	-130
30	1	-13	-27	-41	-54	-68	-82	-97	-109	-123	-137
35	-1	-15	-29	-43	-57	-71	-85	-99	-113	-127	-142
40	-3	-17	-31	-45	-59	-74	-87	-102	-116	-131	-145
45	-3	-18	-32	-46	-61	-75	-89	-104	-118	-132	-147
50	-4	-18	-33	-47	-62	-76	-91	-105	-120	-134	-148
<div> <div>Little Danger</div> <div>Considerable Danger</div> <div>Very Great Danger</div> </div>											
For Properly Clothed Persons <div>Danger From Freezing of Exposed Flesh</div>											